FOR MYSORE STATE

PUBLICWORKS **(195 4) Department.**

MS **SERIES.**

G.O. No. 1319

1319

Dated 12-4-1954

Para

[Despatch Abstract.]

ELECTRICITY DEPARTMENT - Establishment - Temporary - Scheme for supply of electricity from Sog Falls to South Kanara District - Additional staff for Division Office - Sanctioned

GOVERNMENT ELECTRICITY DEPARTMENT.

From

The Chief Engineer for Electricity,
157, Mount Road,
Madras. 2.

21779

To

The Secretary to Government
Public Works Department,
Madras.

Letter No.421-H/54-2 dated 12-3-54.

Sir,

SUB: Electricity Department--Establishment--Temporary--Scheme for supply of Electricity from Jog falls to South Kanara District--Additional staff--regarding.

REF: G.O.Ms.No. 528 P.W. dated 15-2-54.

With reference to para 4 of the above G.O I have to state that the ministerial staff applied for in my letter No.2921-H/52-10 dated 14-12-53 is necessary to cope with th additional work involved in the office of the Executive Engineer, South Kanara Extension Scheme, Mangalore as the erection work is done departmentally. The staff originally sanctioned for the scheme was on the assumption that the work will be done on contract. When the works are done departmentally (without contractors) field works as well as office work in the Division Office are considerably increased. Two additional sub divisions were therefore applied for and sanctioned in the above G.O. to cope with the increased work consequant on the works being taken up departmentally and speeding up the progress of construction Similar additions to the ministerial staff for the Division Office and the office of the Superintending Engineer, Gener Construction Circle are essential in order to attend to the additional works in these offices satisfactorily. There additional staff cannot be based on statistics of the work for the past one year, since the Division Office was formed only in November 1953.

2. The minimum staff in the ministerial side required for any construction office is, as shown in Col.(1)below:

Column (1)	Column (2)
1 Accountant	1 Accountant
1 Upper Division Clerk I Gr	1 Upper Division ClerkII
1 Upper Division Clerk IIGr	1 Upper Division Clerk II Gr
2 Lower Division Clerks	3 Lower Division Clerks
1 Typist	2 Typists.

The staff of the South Kanara Division so far sanctioned and including the additional staff proposed in my letter dated 14-12-53 will be as shown in column (2) above. Thus it will be seen that the additional staff proposed for this Division over and above the normal staff required for a Division is only 1 Lower Division Clerk and 1 Typist and the rough allocation of works between the staff shown in column (2) in the division office will be as follows.

i) Accountant:- General supervison of the office to ensure proper accounting of expenditure incurred and to be responsible to the Executive Engineer for the general administration and to advise the Executive Engineer on all financial ~~matters~~ matters.

ii) U.D.C.I Grade. Will be in custody of cash, writing of cash book, checking and passing of imprest accounts of subordinates,Viz.Assistant Engineers, Supervisors, StoreKeepers and Transport Overseers--closing of temporary advances, checking of vouchers received with temporary advances, Petty cash books, encashment of cheques and bills.

iii) U.D.C.II Gr. Passing of bills for works done as well as supplies made such as line materials petrol etc. bills for compensation of ~~this~~ trees, maintenance of construction operation ledgers, correspondence on provisional establishment, passing of T.A. bills preparation of particulars for budget, preparation of returns relating to establishment, passing of N.M.Rs and allied works.

iv) (1)L.D.C.1 Correspondence on workcharged establishment passing of work-charged establishment pay bills-actual expenses statements-maintenance of service rolls-of workcharged establishment correspondence on accidents and other miscellaneo subjects.

(2)L.D.C.2. Lorry Log books, maintenance and review maintaing time roll registers, issue of time cards, maintenance of arrear wages register checking of S.R.Bs and S.I.B.S. received from stores and correspondence relating thereto and assisting the U.D.C.II Gr in the passing of N.M.Rs

(3) L.D.C.3 Despatch registering of outward and inward references-Custody and issue of stationery, forms, library books and correspondence thereon; maintenance of service stamp accounts and issue of service stamps to Assistant Engineers, Supervisors, etc.

3. It will be seen from the above that the post of Upper Division Clerk I Grade applied for in my letter No. 2921-H/52-10 dated 14-12-53 is the normal requirement of a Construction Division Office and the same may be sanctio at a very early date. I have to state that the present sanctioned strength of 1 Accountant, 1 Upper Division Clerk II Grade and 3 Lower Division Clerks is inadequate for the Division Office as the works are done departmental and one Senior Upper Division Clerk I Grade is immediately required for that office; Accounting and correspondence works in the Division Office have already become heavy and they will fall into arrears if sufficient staff are not provided now. The Superintending Engineer, General Construction Circle has therefore reported that although the state of work in the central office does not permit any diversion of staff to the Division office, even for a short period, in view of the fact that the division office works will, in the absence of a 'Upper Division Clerk I Grade, comparatively suffer more (affecting the progress of field work also) than the work of the Central Office, he is diverting temporarily for one month only,

one post of Upper Division Clerk I Grade, out of the 6 posts of Upper Division Clerks I Grade sanctioned for his office in G.O.No.2513 P.W. dated 10-6-53, to the Division Office at Mangalore. In the circumstances, I request that the additional post of Upper Division Clerk I Grade applie for and disallowed in para 4 of G.O.MS 528 P.W. dated 15-2- is required very urgently and may please be sanctioned.

4) Regarding the post of Typist, I have to state that statistics of typing work done in that office for the past year could not be given as the Division office was formed only in November 1953. The Assistant Engineers and Superv have joined recently and the additional Assistant Engineer and Supervisors now sanctioned are also likely to be poste shortly and the construction work will reach a peak stage very soon, before the monsoon sets in June-July. Conseque on this, the typing work will increase day by day. One typist will not be able to cope with the typing works of t Division Office. Hence the additional posts of Typist for Division Office disallowed in para 4 of the G.O. under refe ence may also please be sanctioned at a very early date.

5) As regards central Office, I have to state that the present staff are fully engaged and the additional post of one Lower Division Clerk now sanctioned in G.O.528 P.W. da 15-2-54 is not sufficient to cope with the additional work which will devolve on this office, on the works being take up departmentally, and speeded up in the division office and in the field. In this connection, I have to state that the staff of the central office are all fully engaged and n one can be saddled with any additional works as has already been reported to Government in para 7 of my letter No.2632- 53-12 dated 8-3-54 while applying for additional staff for arrear clearance work. As the additional staff is required for attending to the additional works thrown on the Central Office, gathering of statistics will not serve the purpose of comparison but will only throw available additional work on the already overworked staff of the central office. I, therefore, request that the additional staff of one ~~Lower~~ Up Division Clerk I Grade and 1 Lower Division Clerk applied for for the central office and disallowed in G.O.Ms.528P.W. dated 15-2-54 may also please be sanctioned very urgently.

6) Very early orders of Government are requested.

3 /V. Venkataraman

for Chief Engineer for Electricity.

PW(R)

Electricity Deptt. Estt - Temporary - Scheme for Supply of electricity from Jog Falls to South Kanara Dt. - Additional Staff for Dn. Office Sanctioned.

Read again:

Ac. No. 528 P. W. Dt. 15.2.54

Read also:

From the CE (E) No. 421-H/54-2 Dt. 12.3.54

Order No. No. 1319 Dt. 12.4.54

The Govt. Sanction the employment for a period of one year from the date of appointment of one additional upper division clerk, first grade in the office of the D.E.(E), South Kanara Extension Scheme, Mangalore to attend to the work for the execution of the Scheme for supply of electricity from Jog Falls to South Kanara Dt.

2. The u.d. clerk, First grade will be eligible to draw ~~the following Concessions~~:-
H.R.A. admissible under the rules.

3. The expenditure is debitable to "81-A Capital outlay on Elecy schemes 1. HE. schemes - Post war Reconstruction South Kanara distribution Scheme".

4. The additional typist proposed (Empowering Z) for the Division Office is not accepted as there is already one typist working in that office and the

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CE(E) is requested to apply for the additional part when the construction work reaches a peak stage, with statistics of lifting work for a period of at least six months. As regards the staff for the Office of the S.E., the Govt. ~~consider that the statistics of work done should be furnished~~ the CE(E) is requested to justify the proposal in detail, with reference to the statistics of work at least for the past 6 months, if not

2/d 15/4

To the CE(E)
V. A.G., Madras
Thro' the Fin. Dep
Duplicate copy to
Sri Balakrishnan
Madras.

4 Sp Cells

A B S T R A C T

ELECTRICITY DEPARTMENT - Establishment - Temporary - Scheme for supply of electricity from Jog Falls to South Kanara District - Additional staff for Divisional office - Sanctioned.

. . . . . .

PUBLIC WORKS DEPARTMENT

G.O.M3.NO.1319. Dated 12th April 1954.
Read the following:—

G.O.Ms.No.528, Public Works, dated 15th February 1954.
From the Chief Engineer (Electricity) No.421-H/54-2, dated 12th March 1954.

-oOo-

O R D E R:

The Government sanction the employment for a period of one year from the date of appointment of one additional Upper Division Clerk, First Grade in the office of the Divisional Engineer (Electricity), South Kanara Extension Scheme, Mangalore to attend to the work in connection with the execution of the scheme for supply of electricity from Jog Falls to South Kanara District.

2. The Upper Division Clerk, First Grade will be eligible to draw House Rent Allowance admissible under the rules.

3. The expenditure is debitable to "81.A.Capital outlay on Electricity Schemes - 1. Hydro Electric Schemes - Post War Reconstruction South Kanara Distribution Scheme".

4. The employment of additional typist proposed for the Division office has not been accepted as there is already one typist working in that office. The Chief Engineer (Electricity) is requested to apply for the additional post when the construction work reaches a peak stage with statistics of typing work for a period of at least six months. As regards the staff for the office of the Superintending Engineer, the Chief Engineer (Electricity) is requested to justify the proposal in detail with reference to the statistics of work at least for the past six months, if not for one year.

(BY ORDER OF THE GOVERNOR)

T.V.VENKOBA MUDALIAR
Additional Deputy Secretary to Government

To the Chief Engineer (Electricity).
To the Accountant General, Madras. through the Finance Department.
Duplicate copy to Sri A.Balakrishnan, Accountant General, Madras.

True Copy/Forwarded/By Order

Sub: Electricity Deptt - Estt - Temporary - Scheme for Supply of Electricity from Jog Falls to South Kanara Dt. - Additional Staff for Divn & Circle Offices - Proposals.

Ref: From the CE(E) No 421-III/54-2. dated 12.3.54.

Ans

The C.E.(E) has proposed the employment of full complement of ministerial staff for the Division and Circle Offices relating to the execution of the scheme for Supply of Electricity from Jog Falls to South Kanara Dt. In Govt Memo No. 5284 PWD dt. 21.5.54 certain additional staff for the above scheme was sanctioned and the following staff proposed for employment was disallowed:-

Division Office

One upper division clerk in Ist Grade
one Typist

Circle Office

one upper division clerk, First grade.
one Lower division clerk.

The C.E.(E) was however informed that, if the above employment of the above staff was necessary, he should justify the demand in detail with regard to the statistics of work attended to.

2. The C.E.(E) has now explained in detail the need for employing the disallowed staff mentioned at X above. In the circumstances, it is

for consideration whether the proposals of the CE(E) at A, B & C on p. 3 may be approved.

3. Fin. may see for remarks.

23-3-54

3/54 PCC
22.3.54

23-3-54

Fm.

PW Dept No. 21799-R/54-1
23.3.54

22.607

DEPUTY SECRETARY TO GOVERNMENT
24 MAR 1954
FINANCE DEPARTMENT

Finance (E-II) Deptt.

The notes of Public Works Department on pages 1-2 above may be perused.

The Chief Engineer for Electricity, previously submitted proposals for the employment of the following additional staff for work connected with the execution of the South Kanara Electrification Scheme:-

Division Office:-

1 Upper Division Clerk - I Grade.
2 Lower Division Clerks.
1 Typist.
1 Draftsman - III Grade.

Office of the Superintending Engineer, General construction circle:-

1 Upper Division Clerk - I Grade.
2 Lower Division Clerks.

But the Government at the instance of this Dept. (X) in G.O.Ms.No.528, Public Works Department, dated 15-2-1954 have sanctioned the following staff only:-

Division Office:-

1 Draftsman - III Grade.
2 Lower Divisinn Clerks (disallowing on Upper Division Clerk - I Grade and on Typist.)

Office of the Superintending Engineer, General Construction Circle:-

1 Lower Division Clerk, disallowing one Upper Division Clerk - I Gr. and one Lower Division Clerk.

The Chief Engineer (Electricity) has now again pressed for the sanction of the additional staff, previously disallowed by the Government. In the circumstances now stated by the Chief Engineer (Electricity), Public Works Department propose to sanction the following additional staff:-

Division Office:-

1 Upper Division Clerk - I Grade.
1 Typist.

Office of the Superintending Engineer, General Construction Circle:-

1 Upper Division Clerk - I Grade.
1 Lower Division Clerk.

The extra cost will be Rs 6,000/- roundly per annum excluding House Rent Allowance and other allowances.

The following remarks are called for in this department:-

Division Office:-

In the circumstances explained by the Chief Engineer (Electricity) in paragraph 3 of his letter at pages 2-3 c.f., Finance may agree to the sanction of one Upper Division Clerk - Grade-I. The extra cost will be Rs 1,600/- per annum, excluding House Rent Allowance and other allowances. As regards the post of Typist, attention is invited to paragraph 4 of the Chief Engineer's letter at page 3 c.f. Since

p.t.o.

there is already one Typist working in the Division Office, there is no urgency for the appointment of additional typist at this stage. The Chief Engineer (Electricity) may be requested to apply for the additional Typist, when the construction work reaches a peak stage, with statistics of typing work done for the period of at least 6 months.

Office of the Superintending Engineer, General Construction Circle:-

Additional ministerial staff to an office is normally allowed only with reference to the statistics of work done in an office. As no statistics have been furnished, this department previously suggested that sanction may be accorded for the employment of one additional Lower Division Clerk for the time being and that if further additional staff is still considered, the Chief Engineer may be requested to justify the proposal in detail, with reference to the statistics of work for the past one year. The Chief Engineer (Electricity) has now stated that the additional staff is required for attending to the additional works thrown on the Central office, that gathering of statistics will not serve the purpose of comparison, and that it will only throw available additional work on the already overworked staff of the Central office. Submitted that the reason now stated by the Chief Engineer (Electricity) is not all convincing, and that the need for the additional staff can be examined only with reference to the statistics of work done. This department may, perhaps, insist that the Chief Engineer

(Electricity) may again be asked to justify the proposal in detail, with reference to the statistics of work at least for the past 6 months, if not for one year.

With the above remarks, the file may be returned to Public Works Department.

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31-3-54

31.3.54

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·32607-E.11/54-1

2.4.54.

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ADS

ADDITIONAL DEPUTY SECRETARY TO GOVERNMENT
2 - APR 1954
PUBLIC WORKS DEPARTMENT

Please see the notes of Fin. deptt. from p. 2 ante. This deptt may generally agree with the views expressed by that deptt.

2. A draft order sanctioning the employment of one upper division clerk, first grade in the Division Office, is submitted for approval.

3. As regards other posts which are not accepted by the Fin. the CE (E) may be informed on the lines of Fin. deptt views. Draft submitted provides for this.

9.4.54

Issued as G.O. MS. 1319 PW

1.4.54